



BURSARIES

The **Working For A Charity Foundation Course** has been specifically designed to enable people to work part-time where possible. However there are limited funds available for a small number of bursaries for those with low or no income to help part-finance the course fee up to a maximum of 50%.

The aim of the bursary scheme is to enable people to attend the course who would otherwise be **genuinely unable to afford the fee**. We are reluctant to ask bursary applicants to provide financial evidence of their need, however, we recommend that only those individuals who feel they would suffer real hardship should apply, making their personal situation clear in their application. In this way we hope that we can direct the limited bursary funds to the most appropriate people.

We would envisage applications coming from the following groups:

- Unemployed people in receipt of job seeker's allowance and/or on income support
- Returners (i.e. women and men who have not been in paid employment for some time and who now wish to return to the workforce)
- Those not in paid employment (i.e. carers)
- People in low paid work

If you wish to apply for a bursary please send us the following:

1. Your **registration form**
2. An **up-to-date CV**
3. A **covering letter** stating:
 - Why the course is important to you
 - What amount you would be able to pay
 - Why there is a need for a bursary

Candidates offered a bursary will be expected to provide Working For A Charity with a short report (maximum one side of A4) at the end of the Foundation course, outlining what they learnt from the seminars and the placement and the ways in which the course prepared them for a position in the voluntary sector.

Your application for a bursary should be received at the latest one month before the course you wish to attend commences, although from time to time late applications can be considered and it is worth calling to check. Interviews are arranged for shortlisted applicants approximately three weeks before the course start date.

Decisions will be made as quickly as possible and at least two weeks before the course starts. If you have not heard from us by then, please call or email Catherine Mortier or Elaine Smethurst - direct lines: 020 7520 2512 / 2943; email: workingforacharity@ncvo-vol.org.uk

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